

CLASSIFICATION TITLE STAFF SERVICES ANALYST	DISTRICT/DIVISION/OFFICE District 3 / Maintenance / Sunrise	
WORKING TITLE IMMS SPECIALIST	POSITION NUMBER 903-659-5157-xxx	EFFECTIVE January 20, 2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general supervision of the Staff Services Manager I, the incumbent is responsible for primary IMMS duties, which include labor and asset tracking for Region cost centers within the Sunrise Region. In summer months will implement, oversee and complete on-site training for Region Supervisors and Leadpersons, providing up to date information on IMMS program changes, reporting requirements and providing and assisting the District IMMS Coordinator with new training for new personnel. The incumbent will maintain a high level of correct reports used by the District and HQ's in budgeting funds and accessing Department funding needs and asset usage on State properties. The incumbent will be responsible for assisting with aspects of Human Resources activities, such as hiring, securing required medical evaluations, tracking vacancies and orientations.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% (E)	Review, evaluate, and process crew daily work records for cost centers, including loaned Valley and District 3 emergency snow crews. Track temporary employee work schedules. Systematically enter labor, leave, materials, equipment data, and production units into IMMS. Verify that all data correspond to one another. Assist in maintaining correct Family Problem charges (EA's). Maintain log of weekly Permanent Intermittent (PI) & Temporary Authorization Appointment (TAU) labor and balances. Review requisition materials in IMMS and notify supervisors of needed requisitions. Establish, maintain, link and close work orders and service requests in IMMS as required for proper asset tracking by Region, District, and HQ Maintenance. Provide support to all Region Supervisors and Leadpersons with daily entries and reconciliations of IMMS for correct input.

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned
 MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

- 25% (E) Provide training to supervisors and leadpersons in IMMS tracking, entries and updates. Assist with daily entries and reconciliations of IMMS for correct input. This will require some travel throughout the District, including HQ's; will attend refresher training class periodically in IMMS as upgrades are released and at other times deemed necessary by Region management. Set up and oversee on-going training program for field, working with the District IMMS Superintendent to provide on-site training for all Region field personnel involved with IMMS entries.
- 20% (E) The incumbent will assist with Human Resources activities, such as hiring, requesting required medical evaluations, tracking screening criteria, tracking vacancies, and setting-up new employee orientations.
- 5% (E) Compile and provide detailed budget spreadsheets to Region Manager from E-FIS encumbrance reports. Will analyze, review, verify and compile data in to user friendly spreadsheets so that field superintendents and supervisors can review and verify budget usage.
- 5% (M) Will assist and support various office staff with functions such as Cal Card program, R-103s, training support, mail, filing, phones, various computer programs & duties associated with same, emergency responses to public and field and support of SSM1 when needed. Must be able to work any hours at any time in order to complete assignments and provide support to the Region functions.

SUPERVISION EXERCISED OVER OTHERS

This position does not supervise. The incumbent may act as backup or lead for the SSM1.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must have supervisor access privileges in IMMS; must undergo core and refresher IMMS training as required.

This position tracks labor and asset usage, and reports on the Region's operations via IMMS data entries. The position requires knowledge of Maintenance Family Problems (EA's); requires a high degree of analytical ability, mental aptitude, and resourcefulness to detect correct intra-region pay flow, to scrutinize completed work orders for accuracy concerning time shifts, leave, materials and equipment usage, and to verify inputted data by carefully auditing entries. Must have the ability to know what constitutes a discrepancy and to question asset and materials usage when seeming discrepancies occur.

Must have understanding of labor, asset, and materials usage, and knowledge of operation of different types of equipment and vehicles including snow-removal equipment commonly used for diverse Maintenance Family Problem and EA activity codes. Must have familiarity with various Maintenance field operations required to maintain functional highway operations under a variety of

weather conditions and what field operations are routinely carried out in connection with various highway requirements, such as grading shoulders, paving and sealing roadbed, repairing road structures, digging or repairing drain ditches and culverts, road closures, snow removal, ice control, chain controls, and other miscellaneous labor tasks and work as required.

The incumbent must be thoroughly competent in the use of the English language, mathematics, and verbal and written communication. Must understand and use computers in the conduct of official business; must be detail-oriented, thorough, well-organized, and meticulous.

The incumbent should be able to type at office standard level. Working knowledge of Microsoft Word and Excel software programs recommended.

Must be able to analyze and solve problems related to labor, material, and equipment usage and make appropriate decisions; requires familiarity with BU-12 rules and knowledge of labor schedules and employee shifts.

The incumbent must be able to communicate effectively at all levels including during highway emergencies; must have the ability to work effectively alone or with others. If problems arise must know how to expediently route query to the most appropriate supervisor, leadworker, IMMS Coordinator, and/or TOPSS timekeeping specialist for problem solving.

Must demonstrate competency with the IMMS software system; IMMS pay codes, and rules regarding employee leave usage; must possess knowledge of common road materials, tools, and equipment used in highway maintenance; working knowledge of EA Codes (sweeping, sanding, potholing, etc.) and Production Units as outlined in Maintenance Manual Volume II, Parts 1 and 2; familiarity with R family code for recapturing Region's costs incurred during emergency snow procedures; knowledge of the mechanics of IMMS/TOPSS interface.

Must possess ability to correctly interpret Police Collision Reports to discern responsible party and ensure contact information is intact; must be familiar with the IMMS tracking methodology when reviewing and inputting data into accident logs, service requests, and work orders; must contact area supervisors when questions arise to ensure correctness and completeness of data.

Must be able to assess, scrutinize, and analyze crew daily work records and R-103s effectively. Must audit and verify all data to ensure correctness. Must evaluate and discern discrepancies, errors, and omissions and make appropriate corrections.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent is responsible for processing data that is used to determine annual budget allocations. Errors may impact Programs allocations and budget dollars for allocations. Errors may

cause statistical anomalies resulting in misallocation of budgetary funds. Errors may cause a waste of time and waste of tax dollars. Errors may delay pay for State workers and delay requisition and accountability of materials.

PUBLIC AND INTERNAL CONTACTS

Contact by phone, letter, fax, and in person with State employees, other government agencies such as California Highway Patrol (CHP) and Department of Motor Vehicles (DMV), and private insurance companies. Must know where to route inquiries. Has daily contact with cost-center supervisors and co-workers. Is required to project a professional and businesslike image, and develop and maintain effective working relationships.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent must be able to work long hours including overtime and weekends under sometime severe conditions. Must possess mental stamina to analyze and process hundreds of data entries each day; may track more than 130 personnel during snow emergencies for three US-50 cost centers alone, including a mix of loaned employees, PI, TAU and fulltime personnel.

WORK ENVIRONMENT

This position requires some travel throughout the assigned area to assess seasonal asset usage as well as travel throughout the Region and/or District for IMMS training updates and to provide training to field personnel.

Standing, Sitting, and Walking are described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing, and walking:

- A. Standing and walking in office – 10%
- B. Sitting - 80%
- C. Bending – 5%
- D. Carrying less than 10 lbs – 5%

Lifting (floor to desk/file cabinets) – Items listed may be any of the following but not limited to: boxes of files from desk and/or floor to file cabinets or cupboard shelves.

Carrying – Move boxes of files from floor/desk to desk/floor or cupboard shelves.

Overhead reaching – Grasping packages of paper from over the copier to load in copier.

Other Reaching – Picking up faxes.

Bending/Crouching/Squatting/Crawling – Bending to pick up paper and supplies.

Simple Grasping – This activity is necessary about 95% of the shift, moving papers on desk and counters, using writing instruments (pencils/pens, etc.) and handling work materials.

Fine Manipulation – This occurs in computer data entry, sorting papers, filing, etc.

Importance of hearing – Essential on the job especially due to answering telephones.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)	DATE
EMPLOYEE (Signature)	DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE